

**City of Chattanooga, TN**  
**Personnel Class Specification**

***Class code 0597***

**FLSA: Exempt**

**CLASSIFICATION TITLE: WASTE RESOURCES SYSTEM  
ENGINEER**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform managerial work functions associated with overseeing operations of the city's gravity sanitary sewer and combination sewer collection systems.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Oversees the maintenance, operation, repair, rehabilitation, and reconstruction of the city's gravity sanitary sewer and combination sewer collection systems; supervises maintenance of sewer mapping, sewer data and field work; supervises flow monitoring and data collection network.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; accompanies state, federal or bondholder representatives on sewer system inspections.

Ensures adherence to established safety procedures; utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals.

Consults with director, regulatory agencies, and other officials as needed to review department activities, provide recommendations, resolve problems, and receive advice/direction.

Consults with assigned staff to review work requirements, status, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.

Communicates with other department personnel, city engineer, inspectors, engineering consultants, contractors, vendors/suppliers, state transportation department, utility companies, outside agencies, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, give/receive advice/direction, or provide technical expertise.

Coordinates department work activities with those of other departments, contractors, consultants, outside agencies, or others as needed.

Organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work.

Establishes goals, work plans, policies, and procedures pertaining to maintenance and operation of the sewer system.

Reviews and approves all engineering plans/specifications for new sewers for the Interceptor Sewer System.

Develops standard construction specifications and details in conjunction with city engineer's office.

Evaluates materials and repair methods for sewers.

Develops and enforces pre-treatment for car washes, restaurants, and other commercial establishments.

Administers contracts for construction work, engineering professional services, and specialized services.

Administers regional user contracts; reviews/approves new regional connections; provides information to regional users.

Administers the provisions of state/federal loans and grants for construction.

Negotiates terms of regulatory permits and orders pertaining to the sewer system.

Plans and recommends changes to the sewer ordinance.

Reviews/approves plans, specification, and reports for industry pre-treatment systems; provides technical assistance to the pre-treatment program.

Makes on-site reviews of industrial/commercial dischargers.

Assesses equipment needs for the department; prepares written equipment specifications for potential purchases; reviews/approves purchase requests; initiates orders for new or replacement equipment and supplies.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Compiles and/or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes trends; prepares or generates reports; maintains records.

Generates manual and/or computerized reports; analyzes data and identifies trends; submits reports to appropriate individuals or agencies; forwards or retains reports as appropriate.

Develops and implements departmental budget; monitors expenditures.

Prepares or completes various forms, correspondence, reports, contracts, notices, equipment specifications, performance appraisals, and other documents.

Receives various forms, reports, job applications, contracts, construction documents, engineering drawings, specifications, maps, manuals, ordinances, regulations, or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, spreadsheet, mapping, computer-aided design, or other software programs.

Responds to complaints and questions related to department operations; provides information, researches problems, and initiates problem resolution.

Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Attends meetings; serves on committees or boards as needed.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

### **ADDITIONAL FUNCTIONS**

Operates a motor vehicle to conduct work activities.

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

Minimum Bachelor's degree in Civil Engineering or Environmental Engineering with Master's level course work in the field; Master's degree strongly preferred; supplemented by six (6) to nine (9) years previous experience and/or training that includes Civil Engineering, Environmental Engineering, or Public Works Engineering, and experience in supervising a professional staff; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Professional Engineering License. Must possess and maintain a valid Tennessee Driver's License.

## **PERFORMANCE APTITUDES**

**Data Utilization**: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction**: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

**Equipment, Machinery, Tools, and Materials Utilization**: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

**Verbal Aptitude**: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude**: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning**: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Performance of essential functions may require exposure to adverse environmental conditions, such as wetness, humidity, rain, noise extremes, machinery, traffic hazards, toxic agents, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.